

US ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
NONCOMMISSIONED OFFICER ACADEMY

STUDENT EVALUATION PLAN

6-8-C40

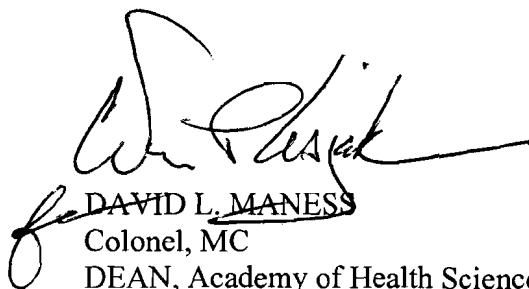
AMEDD BASIC NCO COURSE (BNCOC)



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DAVID L. MANESS

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DATE APPROVED _____

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**STUDENT EVALUATION PLAN
6-8-C40, AMEDD BASIC NCO COURSE**

I. PREFACE: This Student Evaluation Plan establishes policies, assigns responsibilities, and prescribes procedures for the 6-8-C40, AMEDD Basic NCO Course (BNCOC). It addresses requirements for course completion, and the methods used to determine if you demonstrate a level of competency sufficient to pass the course. The policies, procedures and responsibilities prescribed herein apply to all noncommissioned officers (NCOs) attending BNCOC.

II. PURPOSE: To inform students, Small Group Leaders (SGL)/instructors, and other personnel of the course graduation requirements.

III. COURSE DESCRIPTION:

A. OVERVIEW. The 6-8-C40 BNCOC is conducted in a challenging live-in, leadership-intensive environment. The core BNCOC is comprised of two phases. The BNCOC stand-alone common core (SACC), commonly referred to as Phase 1, is a 14-day course consisting of U.S. Army Training and Doctrine Command (TRADOC) mandated subjects for all soldiers. Per DA message dated 9 June 2004, the SACC (Phase 1) is no longer a prerequisite to attend Phase 2. The Army School System (TASS) Career Management Field (CMF), commonly referred to as Phase 2, consists of 3 weeks, 3 days of AMEDD specific subjects and a Situational Training Exercise (STX). The following Military Occupational Specialties (MOSs) attend the core BNCOC: 91A, 91D, 91G, 91H, 91P, 91Q, 91S, 91V, and 91X. The following MOSs have additional MOS-specific technical track training which is linked to the core BNCOC: 91E, 91J, 91K, 91M, 91R, 91T and 91W. The BNCOC CMF SEP is utilized for the three-day tracks (91A, 91D, 91G, 91H, 91P, 91Q, 91S, 91V, and 91X). The courses with the longer technical training (91E, 91J, 91K, 91M, 91R, 91T, and 91W) will have 2 SEPs (CMF and MOS technical training SEP). The training is intended for the Active Component (AC) and the Reserve Component (RC). Leadership and professional skills are reinforced as part of your academic and daily routine. This course trains you to be technically and tactically competent to lead, train, and support the fighting force during peace and war. NCO leadership development is the major objective of the course. Students must satisfactorily complete (graduate) distance learning (DL) and both phases before granting them course credit for BNCOC.

B. SCOPE. The SACC (Phase 1) teaches basic leadership skills required of all NCOs, regardless of MOS. Phase 2 consists of 91 CMF and MOS subjects including a Situational Training Exercise (STX).

C. PREREQUISITES.

1. You must meet the prerequisites outlined in AR 350-1 and the Army Training Requirements and Resources System (ATRRS). Failure to meet all prerequisites will result in non-enrollment. You are required to meet the physical fitness and weight standards IAW TRADOC Reg 350-10 and AR 600-9. PERIODIC MEDICAL EXAMINATION:

Per guidance shown in AR 40-501, paragraph 8-19c(3), the frequency guidance states: Personnel on active duty will have a periodic examination on record no older than 5 years beginning at age 30. CARDIOVASCULAR SCREENING PROGRAM (CVSP): The CVSP is required at the time of the periodic examination for all active duty, ARNG/ARNGUS, and USAR (Selective Reserve) soldiers age 40 and older. They must have had a CVS within the past 5 years to attend the course.

2. Per DA message dated 17 December 1999, you must present a completed pre-execution checklist, signed by the student and the unit commander. The checklist is located in TRADOC Regulation 350-18, Appendix H, and on the AMEDD NCO Academy webpage, <http://ncoa.amedd.army.mil>.

3. 91W Transitioned Course (Short Course) certifications: Additional prerequisites for reporting for the 91W BNCOC transitioned course are; current EMT-B, current CPR card and BTLs/PHTLS. To enroll in the transitioned course, these certifications must be presented at in-processing and have an expiration date after the course graduation date.

D. SERVICE OBLIGATION. IAW AR 614-200, the Active Component will have a minimum of six months of service remaining upon completion of the course. Service obligation for U.S. Army Reserve (USAR) soldiers is IAW AR 135-200; Army National Guard (ARNG) is IAW NGR 351-1. NCOs with an approved retirement will not attend BNCOC.

E. SPECIAL INFORMATION.

1. Active Component (AC)

(a) Per DA message dated 9 June 2004, the time requirement between Phase 1 completion and enrollment into Phase 2 is suspended. Soldiers may attend Phase 1 in residence, via video teletraining (VTT), or at the nearest TASS training site.

(b) Effective 1 October 2004, completion of BNCOC distance learning (DL) became a requirement for graduation from the course. Online training is delivered via the AMEDD NCO Academy DL website during an assigned 6 week period before attending Phase 2.

2. Reserve Component (RC)

Phase 2 consists of CMF DL, and two weeks of Active Training/Active Duty Training (AT/ADT). Resident instruction consists of 35 hours of CMF, a minimum 72-hour field exercise, and 21 hours of MOS track.

IV. PURPOSE OF EVALUATIONS:

1. To monitor your progress and measure the degree to which you achieve the stated course objectives.

2. To rank your academic and overall performance for the purpose of determining personnel who are placed on the Commandant's List.

V. COURSE REQUIREMENTS:

A. Academic Standards.

1. Student evaluations are both written and performance based. A minimum score of 70% must be achieved on each written examination. This requirement applies to examinations given during all parts of training. A GO must be obtained on each performance evaluation. Initial failures will result in retraining and retest.

2. Failure of any primary examination and subsequent retest will result in a recommendation for academic relief.

B. Nonacademic Standards.

1. **Standards of Conduct.** Standards of conduct will be strictly enforced. You will conduct yourself as to bring credit upon the Corps, military service, and your country. Conduct relative to cheating, plagiarism, immoral or unethical standards, substance abuse, disrespect, insubordination, personal appearance, etc., will be handled IAW the guidelines established in AMEDDC&S Reg 351-12. If you are found to be in violation of the Uniform Code of Military Justice, the standards, course requirements or this training academy, you will be subject to disenrollment and/or punishment IAW AR 350-1, TRADOC Reg 350-18 and AMEDDC&S Reg 351-12. Additionally, those disenrolled will receive a DA Form 1059 IAW para 1-13 of AR 623-1.

2. **Weight Standards.** Students will be weighed-in/taped IAW AR 600-9 for compliance with Army height and weight standards during in processing to the AMEDD NCO Academy. You will maintain weight standards IAW AR 600-9 at all times. If you are found to be in noncompliance, you may be subject to disenrollment at the discretion of the commandant.

3. Physical Fitness Standards.

a. Per DA message dated 9 June 2004, the requirement to take an APFT within 72 hours of enrollment for NCOES courses as outlined in AR 350-1 is suspended until further notice. The APFT requirement will shift to Phase 2 for BNCOC as a graduation requirement, while allowing for one retest within the first 10 days after the initial APFT.

b. Soldiers with temporary profiles that prohibit full participation in the completion of course requirements will be denied enrollment. Soldiers holding a temporary profile will not be sent to, or enrolled in BNCOC. Soldiers will also not be enrolled in BNCOC during the recovery period that follows the end date of a temporary profile.

c. Active duty/AGR soldiers holding a permanent P3/P4 profile must arrive for training with a signed copy of their Medical Review Board results. Reserve Component (RC) soldiers must present a complete copy of their DA Form 3349 to be enrolled.

d. Soldiers with a permanent profile will be allowed to attend BNCOC and train within the limits of their profile provided they can otherwise meet all course prerequisites and graduation requirements.

e. The NCO Academy commandant may dismiss a student from the course or refuse to enroll a Soldier in BNCOC whenever he determines that due to a Soldier's permanent or temporary profile restrictions, the Soldier would not be able to complete 100 percent of the course requirements to Army/course minimum standards. (For example, APFT, FTX, lanes training exercise (LTX), wear load bearing equipment, perform evaluated performance tasks, etc.)

VI. POLICIES/PROCEDURES:

A. **Grading.** The written examination is graded on a 70% minimum passing score. Rounding a percentage number is NOT authorized. Hands-on performance evaluations are scored on a GO/NO GO basis.

B. **CMF Examination.** You will take one open book examination. You may mark the Advance Sheets and Student Handouts and bring them to the resident phase written examination.

C. Reteach/Retest.

1. Only one retest is authorized for the written examination and performance evaluations. Retest scores will be annotated in student course records and performance evaluations along with counseling and remedial training documentation. However, students who require and pass a retest will receive a minimum passing score of 70% for that event and will automatically be removed from the commandant's consideration list. The commandant will dismiss students from the course who fail to meet minimum passing standards or academic score on any performance or written retest.

2. Certain exceptional circumstances may arise during training that might require a second retest (such as the sudden illness or emergency removal of the student during the retest administration, or during the BNCOC student's appeal process when the commandant determines that another retest is warranted). Based upon a determination and documentation by the commandant that these exceptional circumstances exist, the student is deemed to not have completed the retest and will be retested again.

3. The commandant will dismiss students from the course who fail to meet performance standards for a graduation requirement, and/or require extraordinary assistance to remain in the course.

D. Student Counseling. Small Group Leaders (SGLs) serve as the primary leadership and academic counselors for their respective groups. You will receive a minimum of three counseling sessions to discuss academics and performance. You will be counseled for failing the academic examination or any of the performance evaluations. SGLs will counsel you as necessary IAW FM 22-100.

E. Grade Point Average. Final grade point average (GPA) is determined by the result of the written examination.

F. Student Dismissal. Guidelines in ARs 135-175, 350-1, and 600-8-24 will be followed for students' dismissal (Refer to page 12, Figure 1, Appeal Process for Relief).

VII. SPECIAL RECOGNITION:

A. Commandant's List. Students who meet academic, physical fitness, leadership and overall performance standards required for the Commandant's List are recognized.

1. The Commandant's List consists of the students up to the top 20% of their class, who consistently demonstrate superior competencies. You will be evaluated on leadership skills, academics, contribution to group work, research ability, oral communication, written examination, and physical fitness.

2. The Commandant's List encompasses the following criteria:

- You must pass the APFT conducted upon enrollment at the AMEDD NCO Academy and score 270 points. Soldiers reporting for Phase 2 will be administered the APFT within 72 hours of inprocessing to determine eligibility for special recognition. Profiles will be eligible for the commandant's list; however, they must score a minimum of 90 points in the graded events.
- You must receive "superior" on three areas of the Academic Evaluation Report (block 14), one of the "superior" areas MUST be in leadership.
- You must have a GPA of 90% or above
- You must receive a first time GO on all performance evaluations in CMF
- Your small group leader must recommend you. The senior small group leader and the first sergeant must concur
- The commandant is the final approving authority for students recommended

B. Commandant's APFT Award. If you achieve 300 points on the Phase 2 APFT, you will receive the Commandant's Coin and the NCO Association Certificate of Achievement. Students who achieve a score of 270 points or above, with at least 90 points in each event will receive a physical fitness certificate. Profilers are not eligible for the APFT award.

C. Leadership Award.

1. The Leadership award recognizes the student who consistently demonstrates outstanding leadership skills, exemplary behavior on and off duty, outstanding performance, as well as one who promotes teamwork, esprit de corps, and professionalism.
2. Students will be selected by his/her peers to attend the leadership board.
3. The leadership board is convened with both students and cadre. Candidates are evaluated on military knowledge and their performance throughout the course.
4. Recipients of the Leadership Award receive the Commandant's Coin and a plaque.

D. Peer Instructor. Students who volunteer as peer instructors or participate in shared training, will have their contributions annotated on the Academic Evaluation Report.

E. Iron Person. The male and female NCO who complete the standard Army obstacle course in the quickest period of time is awarded this trophy.

VIII. ELIGIBILITY FOR DIPLOMA: Students must successfully complete course requirements.

IX. PROCEDURES FOR ARMY STUDENTS TO OBTAIN DOCUMENTATION OF ACADEMIC COMPLETION:

1. The Army provides a mechanism for service members to obtain academic recognition for resident and nonresident courses. All AMEDD courses are evaluated by the American Council on Education (ACE) and receive a recommendation from ACE for academic credit. Civilian schools decide on acceptance of ACE credit recommendations and hours to be credited.

2. The Army/American Council on Education Registry Transcript System (AARTS) represents a partnership between the Army and ACE. The transcript documents an enlisted Soldier's formal military schooling and experience. The AARTS transcript provides college credit recommendations designed to help registrars and admission officers at civilian colleges and universities in their evaluation and award of credit for the Soldier's military learning experience.

3. To request an AARTS transcript:

- a. Visit the AARTS web site at: <http://aarts.army.mil>
- b. Telephone AARTS at: Toll Free 1-866-297-4427; Commercial 913-684-3269 or DSN 552-3269
- c. Mail a written, signed request or a completed DA Form 5454-R, Request for Army/American Council on Education Registry Transcript, to:

AARTS Operations Center
415 McPherson Avenue
Fort Leavenworth, Kansas 66027-5073

X. ACADEMIC EVALUATION REPORT (AER). The Academic Evaluation Reports are completed IAW AR 623-1 on all Army students who are enrolled. If you are dropped from the course for academic, disciplinary, ethical, or misconduct problems, your AER will indicate failure to meet course standards. Your leadership skills will be rated based on the SGL's assessment of your overall performance.

A. Your performance in the course will be reflected on your Academic Evaluation Report (AER), DA Form 1059. This report is intended to measure the level of performance of each student against the course standards. Following are the four performance summary categories:

(1) "Exceeded course standards" - For those students whose overall course achievements are significantly above the standards of the course. The category is restricted to those students who are considered deserving by the commandant, but will not exceed 20 percent of the class enrollment. If more than 20 percent exceed course standards, student academic scores will determine the outcome.

a. You must score 270 points or above on the scored events on the APFT. If you have a profile, you must score a minimum of 90 points on two graded events.

b. Pass the CMF examination with an overall average of 90 percent or higher.

c. Receive an INITIAL "GO" on all leadership performance evaluations.

d. Receive at least three SUPERIOR ratings in the demonstrated abilities block (item 14) of the DA Form 1059 with one being in leadership skills, and no UNSATISFACTORY (UNSAT) ratings.

e. Receive any negative counseling statements.

f. Participate fully in all BNCOC activities.

g. Be recommended by your SGL, SSGL and have concurrence of the 1SG.

h. The commandant is the final approving authority for Soldiers recommended.

(2) "Achieved course standards" - For those students who achieved the overall acceptable course standards.

- a. Pass the CMF examination.
- b. Receive a "GO" on all three leadership performance evaluations.
- c. Receive at least three SATISFACTORY (SAT) or above ratings in the demonstrated abilities block (item 14) of the DA form 1059.
- d. Receive no more than one negative counseling statement.
- e. Participate fully in all BNCOC activities.

(3) "Marginally achieved course standards" - For those students who achieved with difficulty, the minimum acceptable course standards as identified in the course grading plan.

- a. Receive a "NO-GO" on two or more leadership performance evaluations.
- b. Receive no more than two UNSATISFACTORY (UNSAT) ratings in the demonstrated abilities block (item 14) of the DA Form 1059.
- c. Receive no more than TWO negative counseling statements.
- d. Fail to participate fully in all BNCOC activities.

(4) "Failed to achieve course standards" - A student will fail to achieve course standards if any of the following apply.

- a. Fails to meet height and weight standards IAW AR 600-9 after enrollment.
- b. Receives less than 70 percent on the CMF examination and retest.
- c. Receives three or more UNSATISFACTORY (UNSAT) ratings in the demonstrated abilities block (item 14) of the DA Form 1059.
- d. Relieved from the course for disciplinary reasons or violations of the standards of conduct outlined in paragraph IV. B. 1.

B. Item 14, Demonstrated Abilities. For the demonstrated abilities block, students may receive one of four evaluations in the five categories listed below based on the following:

(1). **ORAL COMMUNICATION.** Academies will base the oral communication rating on the student's performance as student discussion leader (SDL), if applicable, and any other oral communication.

- a. **SUPERIOR** - To receive a SUPERIOR rating, a student consistently expresses himself in a clear, articulate manner in the classroom and in leadership roles.

b. **SATISFACTORY** - To receive a **SATISFACTORY** rating, a student must express himself clearly and in a concise manner.

c. **UNSATISFACTORY** - To receive an **UNSATISFACTORY** rating, a student communicates in a vague, imprecise manner.

(2). **LEADERSHIP SKILLS.** The leadership skills rating are based primarily on the performance indicators. The student's performance while in any other leadership position is also considered.

a. **SUPERIOR** - To receive a **SUPERIOR** rating, the student must receive a first time "GO" on all four performance indicators, no negative counseling statements on performance while in any other leadership position, perform with little or no supervision, and perform in an exemplary manner.

b. **SATISFACTORY** - To receive a **SATISFACTORY** rating, the student must receive a "GO" on at least three of the four performance indicators, and no more than ONE negative counseling on performance in any other leadership position.

c. **UNSATISFACTORY** - To receive an **UNSATISFACTORY** rating, the student receives a "NO-GO" on two or more of the performance indicators, and TWO or more negative counseling statements on performance while in any other leadership position. A negative counseling statement for apathy, poor attitude, or failure to fully participate in training events will result in an automatic "UNSATISFACTORY" rating.

(3). **CONTRIBUTION TO GROUP WORK.** The contribution to group work rating is primarily based on the student's participation in the lesson discussions and practical exercises.

a. **SUPERIOR** - To receive a **SUPERIOR** rating, the student consistently enhances training by sharing experiences, receives no negative counseling statements regarding class/group participation or failure to complete assignments, or failure to prepare for class, contributes above and beyond that of fellow classmates, and receives an overall "SUPERIOR" rating for their contribution throughout the course.

b. **SATISFACTORY** - To receive a **SATISFACTORY** rating, the student actively participates in classroom discussions, and receives no more than ONE negative counseling statement for poor class participation, disruptive behavior, or lack of participation.

c. **UNSATISFACTORY** - To receive an **UNSATISFACTORY** rating, the student receives TWO or more negative counseling statements for poor class participation, disruptive behavior, lack of participation, or failure to complete homework assignments.

(4). **RESEARCH ABILITY.** The research ability rating is based on the student's CMF examination.

a. SUPERIOR - To receive a SUPERIOR rating, a student must receive a grade point average (GPA) of 90 percent or higher.

b. SATISFACTORY - To receive a SATISFACTORY rating, a student must receive a grade point average (GPA) of 70 percent or higher.

c. UNSATISFACTORY - To receive an UNSATISFACTORY rating, a student must receive less than 70 percent on the initial examination. Students may also receive two or more negative counseling statements for failure to complete reading homework assignments.

Direct questions, comments, and recommendations to the Commandant, AMEDD NCO Academy at DSN 471-5173.



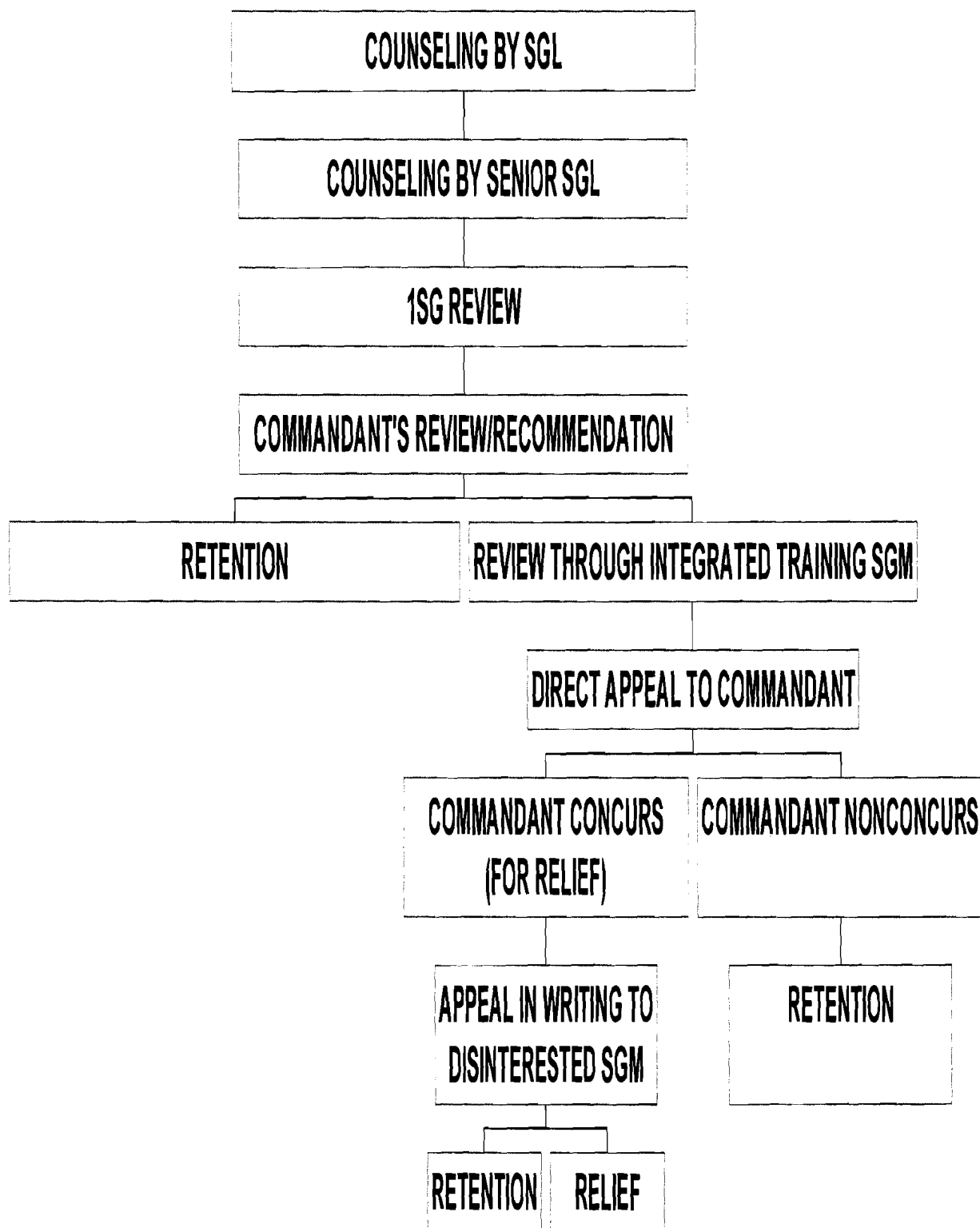
HOWARD R. RILES

CSM, USA

Commandant, AMEDD NCO Academy

** This Student Evaluation Plan supersedes the BNCOC SEP dated 25 August 2004.

BNCOC FIGURE 1, APPEAL PROCESS FOR RELIEF



MCCS-N

31 Oct 05

MEMORANDUM THRU Chief, Department of Academic Support and Quality Assurance
(MCCS-HS)

FOR Dean, Academy of Health Sciences (MCCS-H)

SUBJECT: Approval of revised AMEDD NCO Academy 6-8-C40 Student Evaluation Plan (SEP) and change of date on the SEP

1. Request approval of the following revisions to the 6-8-C40, AMEDD Basic NCO SEP and change of date on the SEP:

a. Page 3, Paragraph 3, Line 2: The BNCOC stand-alone common core (SACC), commonly referred to as Phase 1, is a 14-day course consisting of U.S. Army Training and Doctrine Command (TRADOC) mandated subjects for all soldiers.

b. Page 3, Paragraph 3, Line 11: The BNCOC CMF SEP is utilized for the three-day tracks (91A, 91D, 91G, 91H, 91P, 91Q, 91S, 91V, and 91X). The courses with the longer technical training (91E, 91J, 91K, 91M, 91R, 91T, and 91W) will have 2 SEPs (CMF and MOS technical training SEP).

c. Page 3, Paragraph 5, Line 4: PERIODIC MEDICAL EXAMINATION:

d. Page 4, Paragraph 1, Line 1: Per guidance shown in AR 40-501, paragraph 8-19c(3), the frequency guidance states: Personnel on active duty will have a periodic examination on record no older than 5 years beginning at age 30. CARDIOVASCULAR SCREENING PROGRAM (CVSP): The CVSP is required at the time of the periodic examination for all active duty, ARNG/ARNGUS, and USAR (Selective Reserve) soldiers age 40 and older. They must have had a CVS within the past 5 years to attend the course.

e. Page 5, Paragraph 5, Line 1: Per DA message dated 9 June 2004, the requirement to take an APFT within 72 hours of enrollment for NCOES courses as outlined in AR 350-1 is suspended until further notice. The APFT requirement will shift to Phase 2 for BNCOC as a graduation requirement, while allowing for one retest within the first 10 days after the initial APFT.

f. Page 7, Paragraph 6, Bullet 1, Line 1: You must pass the APFT conducted upon enrollment at the AMEDD NCO Academy and score 270 points.

g. Page 7, Paragraph 6, Bullet 1, Line 4: Profiles will be eligible for the commandant's list; however, they must score a minimum of 90 points in the graded events.

h. Page 8, Paragraph 7, Line 2: Visit the AARTS web site at: <http://aarts.army.mil>

MCCS-N

SUBJECT: Approval of revised AMEDD NCO Academy 6-8-C40 Student Evaluation Plan (SEP) and change of date on the SEP

i. Page 9, Paragraph 5, Line 1: You must score 270 points or above on the scored events on the APFT. If you have a profile, you must score a minimum of 90 points on two graded events.

j. Page 10, Paragraph 3, Line 4: Receives less than 70 percent on the CMF examination and retest.

k. Page 11, Paragraph 1, Line 1: SATISFACTORY - To receive a SATISFACTORY rating, a student must express himself clearly and in a concise manner.


l. Page 11, Paragraph 4, Line 1: SUPERIOR - To receive a SUPERIOR rating, the student must receive a first time "GO" on all four performance indicators, no negative counseling statements on performance while in any other leadership position, perform with little or no supervision, and perform in an exemplary manner.

m. Page 11, Last Paragraph, Line 1: RESEARCH ABILITY. The research ability rating is based on the student's CMF examination.

2. Staffing for BNCOC SEP are enclosed.

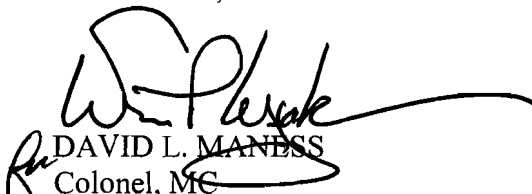
3. The point of contact for this action is Ms. Valentina M. Tate, 221-3286.

Encl
BNCOC SEP


HOWARD R. RILES
CSM, USA
Commandant, AMEDD NCO Academy

Approved/Disapproved


28 Nov 05


DAVID L. MANESS
Colonel, MC
Dean, Academy of Health Sciences

CONCURRENCE

MCCS-HSE _____

MCCS-HS _____

MCCS-H _____